


 STATE
OF
GEORGIA

 Application for
RECORDS DISPOSITION STANDARD

 OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date November 13, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 8 1972 415 DEC 12 1972	
2. Agency Application No. 52				4. Person to Contact Dr. H.G. Woodard	
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Meat Inspection Division 19 Hunter Street, S.W. Atlanta, Georgia 30334				5. Working Title Ass't State Veterinarian 656-3673	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
 RECORD WILL CONTINUE TO ACCUMULATE.
 ☐ DISPOSE OF PRESENT ACCUMULATION;
 NO FURTHER ACCUMULATION ANTICIPATED.

 8. Earliest & Latest
Dates of Series
1970 to Date

 9. Exact Series Title
Plant Sanitation Inspection Files

10. What is the function of the office in which this record series is created?

The Section administers the Rules and Regulations pertaining to Meat Inspection under the Georgia Meat Inspection Act (H.B.No. 524, Act No 717, 1969 Legislative Session). It receives applications for license as a Meat Broker, Renderer, Slaughter~~er~~ for Home Use, and/or abattoir; evaluates the applications, and issues license if qualified; inspects licensed facilities; recommends the revocation of license for causes; holds annual review of facilities licensed; and administers the State-Federal Agreements pertaining to wholesomeness of meats, accounts for expenditure of State-Federal Funds; approves labeling of Meat Food Products; and approves structure designs for licensed facilities.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the results of sanitation inspections conducted in abattoirs and meat packing plants.

Includes unnumbered form "Abattoir-Meat Packing Plant Inspection"

The form locates the site inspected, identifies owner and type of business conducted, and provides the results of a general inspection of sanitation.

The file is arranged alphabetically by plant.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	2	3		1	1.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				1	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				1	1
				Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept 3 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

US Dept of Agriculture Consumer and Marketing Service Instruction 910-2 dated April 30, 1970

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER See Below, then:

- ☐ Hold in the current files area month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

Cut-off the files at the end of each calendar year, then; hold in the current files area for 3 years or until federal audit is resolved, whichever is soonest, then; destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	11-13-72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	11-13-72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	12-11-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	12-8-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert J. Shell</i>	12-12-72

STATE RECORDS
COMMITTEE